DEPARTMENT OF DEFENSE
PERSONNEL / PAYROLL ADVISORY LETTER (PAL)

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INTRODUCTION

The Personnel / Payroll Advisory Letter (PAL) has been established to (1) ensure users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling, (2) ensure consistency in processes between the personnel and payroll systems throughout Department of Defense (DoD), (3) ensure that only workarounds that have been approved for use are provided to users, and (4) encourage communication of problems and issues through appropriate channels with results being coordinated and documented. The document has been divided into sections to allow for quick reference to the specific topic being sought. In addition, a by subject matter index is provided with one click links to the topic.

Each issuance will reflect all known problems and deficiencies with both versions of DCPDS and DCPS, being repeated as necessary from one issuance to the next. Items that have been resolved either through change to the systems or modification in policy or practices will be reflected as a RESOLVED item in the next issuance following resolution. Resolved items will appear one time only.

The advisory differentiates between system problems and system deficiencies. System problems are those items that result from a break in the system that previously worked and that has been documented as an official problem report for change of system process. Official Workaround documents will be issued and tracked for problem conditions. Deficiencies are those conditions that can, if not properly attended, cause undesired or inappropriate result in the employee record or pay. Deficiencies will be accompanied by processing guidance that will minimize the chance of errors.

The intent is not to impact component business practices by the workarounds or processing guidance, however, we encourage consistency in application of the processes and instructions throughout the Department. Comments and concerns should be addressed through component representatives to the Civilian Personnel Management Service (CPMS) OPR for Personnel / Payroll Interface.

TABLE OF CONTENTS

Table of Contents and Index entries are links to the area or topic. Simply click on the Table of Contents item or index page number and the link will take you directly to the item.

Section I: DCPDS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

A. OPEN Problems / Deficiencies

System Problems:

1. **Award Actions**. Modern DCPDS does not currently support processing **Award Actions** for **separated employees{ XE "Award Actions** for **separated employees" }** when the effective date of the award is after the effective date of separation.

> **WORKAROUND:**
> If the employee was separated in modern DCPDS:
> 1. Signed in as US Federal HR Manager, go to Payroll Regeneration and select the employee's separation action from the list of transactions.
> 2. Modify the NOA and Effective Date to reflect the appropriate values for the award. Input the award amount (whole dollars only) to the award amount field. Verify that the Payroll Gain/Loss Flag is spaces. Save the transaction and exit regeneration (do not save the action a second time).
> 3. Using the PSEUDO SF-50 capability, prepare the appropriate documentation for the award.
>
> **Official Workaround Document: 00-0013**
> **LM Remedy Number: 948**

2. **DoD Correction Process.** The DoD correction process does not currently allow for flow of corrections to DCPS in a skeletonized format. The full 500-character interface format is being written for each DoD correction. The information reflected is based on the effective date of the action being taken. The problem arises when Date-Earliest-NOA-Effective date is included in the transaction, as is typically done when correcting things such as SCD. The change then applies to more than just the action being corrected. Because the full 500 characters of data is being written, payroll system will apply ALL of the update attributes, including salary, back to the date identified in Date Earliest-NOA Effective.

> **WORKAROUND:** The use of Date Earliest-NOA Effective date must be discontinued immediately with DoD correction. In order to properly flow the information to payroll, a separate correction will have to be processed for each NPA to which the change is to be applied. This method is the only way to get the necessary changes to payroll and still flow information that is appropriate for the specific effective date.
>
> **Official Workaround: 02-0004**
> **LM Remedy Number: 5565**

3. **Termination of Retained Grade** (NOA 866) is not processing for those employees retaining GS or equivalent annual rates and assigned to FWS or equivalent positions with PH pay basis. The system is miscalculating prior basic pay for CPDF Edit 530.07.2 and rejecting

the transaction. The inability to accomplish these actions means that the Pay Rate Determinant cannot be changed to properly reflect Pay Retention entitlement and the salary continues to be reflected in the basis applicable to the expired grade retention entry. In some instances the amount of pay authorized will be affected if the retained salary exceeds 150% of the scheduled basic rate.

This problem does not impact records with retained pay basis of PH going to pay basis PA. The workaround is to be applied only to those meeting the conditions of the identified problem.

> **WORKAROUND:** There is NO systemic process that will accomplish the action appropriately. HR user will prepare a pseudo SF-50 to document the change in salary, pay basis, and pay rate determinant and FAX the action to the servicing payroll center. Payroll technicians will manually enter the affected data fields to ensure the employee is paid correctly.

> **Official Workaround: 02-0005**
> **LM Remedy Number: 5977**

4. WGI for GM on Special Salary Rate pay tables are not being generated. The process log for program "SUSP:WGI calls: " will reflect the following message identifying the affected records by Employee Number (not SSN): "ORA-20001: Err - LOCAL SAL LOOKUP: Person id: 11913 Assignment id: 11913".

> **WORKAROUND:** Review the process log to identify the affected records to obtain the "Person_ID". Then using the procedures provided in the attached Workaround Attachments, obtain the identification of the person. Manually accomplish the action by processing a Salary Change RPA NOA using the NOA 891 as of the appropriate WGI pay date. The creation of the RPA does accomplish correct salary calculation for completion of the WGI action.

> **Official Workaround: 02-0009**
> **LM Remedy Number: 7923**

5. Retention Allowance transactions (NOA 810) for **Federal Wage System (FWS)** employees is writing to the PAY500 format with a decimal in the 3rd position of the 5 character field. The transaction subsequently rejects back to personnel from DCPS with the erroneous data field identified as Retention Allowance and Reason for Error 9000, Invalid value in Field(s).

> **WORKAROUND:** Payroll Regeneration capability must be used to resolve the erroneous transaction and flow it back to DFAS. Please followup the initial NOA 810 transaction with regeneration of the PAY500 modifying the Retention Allowance amount to remove the erroneous decimal. The value will be entered, for example, as 00385 for an authorized value of $3.85.

> **Official Workaround: 02-0013**

6. Return to Duty with CAO: The processes developed for DCPDS to support Change in Appointing Office (CAO) transactions does not support "Dual Action" processing. The ability to process the CAO gain as well as NOA 292, Return to Duty, can not be accomplished in a single action. THIS PROCESS AFFECTS ONLY THOSE CAO ACTIONS WHERE THE PAYROLL OFFICE REMAINS THE SAME. The following workaround is provided to ensure both transactions are documented to the employee records as well as to the payroll system for reactivation of the employee.

WORKAROUND:
THIS PROCESS IS TO BE ACCOMPLISHED ON THE GAINING REGION
Step 1. Using the CIVDOD Payroll Regneration responsibility and select the CAO transaction for the employee requiring Return to Duty action.
Step 2. Change the NOA to 292, verify that the Payroll Gain/Loss flag is spaces, save the transaction and exit regeneration.
Step 3. Prepare a RTD Notification of Personnel Action using the Pseudo SF-50 capability to document the employee's official personnel folder.
   No manual intervention should be required by the payroll office.

Official Workaround: 02-0016
LM Remedy Number: ****

7. Title 38 Special Rate CPDF Edit: An erroneous CPDF edit, 650.86.3, in the Oracle FED system that supports DoD causes failure of actions for employees on special rate schedules whose salary is at the maximum amount for the grade. Attempt to process any personnel action against these records fails. The problem impacts a very small number of records.

WORKAROUND:
   PERSONNEL: All actions that would normally flow to payroll must be documented on a pseudo SF-50. Fax the action to payroll and provide notification to the payroll office via their Remedy system. After the fix is provided, process each action in DCPDS which will provide the appropriate interface action after the fact.
   PAYROLL: Manually enter the pay affecting changes to ensure employee's are properly paid.

Official Workaround: 03-0003
LM Remedy Number: 7557

8. Retention Allowance for DEMO employees: When processing NOA 894, Pay Adjustment, for Demonstration Project employees, DCPDS does not recompute 'Other Pay'; therefore, this field along with 'Total Salary' is incorrect on the Request for Personnel Action (RPA).   In addition, the 'Other Pay' fields are not available for manual update in the 894 Request for Personnel Action (RPA).

When the 894 RPA is created manually for employees receiving 'Other Pay', the action will update to HR; however, since the Other Pay is not recomputed and cannot be updated, both 'Other Pay' and 'Total Salary' are incorrect.

Actions created by one of the various Demonstration Project mass processes will reject and be routed to the default Groupbox.

> **WORKAROUND:**
> First, manually process an 810, Change in Allowance/Differential, transaction to take the employee off of 'Other Pay'. Note: The effective date of this transaction must be one day prior to the effective date of the Pay Adjustment (894). Then process the 894, Pay Adjustment, action. Finally, process another 810 transaction updating the appropriate 'Other Pay' field to the new amount.
>
> **Official Workaround: 03-0004**
> **LM Remedy Number: 806 and 5800**

9. SL/ST Prior Salary Edit Error: SOME of the pay adjustment transactions for employees in SL / ST pay plans are failing in DCPDS with CPDF Edit 570.70.2 indicating that the prior salary is not within the range of the CPDF edit table. It is suspected that the edit is being raised because the element storage date for the salary is earlier than the authorizing pay table causing the edit to validate against the wrong table. The problem will occur primarily on those employees that are at the high end of the salary range

> **WORKAROUND:**
> PERSONNEL: (1) Provide affected record identification in the DCPDS remedy ticket (11909). (2) Prepare Pseudo SF-50 documenting the pay adjustment action. (3) FAX the SF-50 to payroll and provide the appropriate notification through payroll office Remedy.
> PAYROLL: Manually enter the Pay Adjustment action to allow for timely payment to employee.
>
> **Official Workaround: 03-0006**
> **LM Remedy Number: 11909**

10. Citizenship 8 PAY500 Rejects: PAY500 formats for employees with Citizenship code 8 reflect Retention Allowance as zeros in positions 432-436. The transactions are rejected by DCPS indicating that the employee is not eligible for Retention Allowance.

> **WORKAROUND:** Immediately following consummation of the action, retrieve the PAY500 through the Payroll Regeneration responsibility. Change the Retention Allowance amount from zeros to spaces and save.
>
> **Official Workaround: 03-0007**
> **LM Remedy Number: 12074**

System Deficiencies:

1. Foreign Transfer Allowance (FTA). FTA was previously identified as an entitlement that could be authorized through the 5EN process. The capability that was provided in the personnel system allows for input of a single dollar amount and is not available for all of DoD agencies' use. FTA is to be authorized in three different categories of payment defined by the DSSR, and cannot be properly supported through existing interface processed by either personnel or payroll.

> **WORKAROUND**: FTA authorization must be submitted to the servicing payroll center in hard copy. Personnel office will ensure accurate preparation of SF-1190 and worksheet DSSR 240 for submission to the servicing payroll center. The payroll center will accept the SF-1190 and manually affect the payment as appropriate.
> (This workaround will remain in effect until the processes are developed and implemented in both DCPDS and DCPS.

> **Official Workaround Document: 01-0006**
> **DCPS SCR X7711: Placeholder**

2. Post-D2D Transaction Cancellation. Personnel actions that are processed to the old payroll office and cancelled to the new payroll office following DCPS to DCPS moves are writing the cancellation action to the OLD payroll office. There is no systematic resolution to this problem at the present. The problem only impacts those records that were modified by the D2D SQL Script developed to support the DFAS effort to realign servicing payroll offices.

> **WORKAROUND:** Process the cancellation action through the normal DCPDS processes. Immediately following the update, navigate to the Pay500 and verify the payroll office to which the cancellation action wrote. If it was written to the old payroll office, navigate to Payroll Regeneration and reflow the action to the NEW payroll office. No other action is required. THIS WORKAROUND APPLIES ONLY TO THOSE ACTIONS THAT ARE CANCELLED FOLLOWING EXECUTION OF THE D2D SCRIPT TO ACCOMPLISH MASS CHANGE OF PAYROLL OFFICE ID.

> **Official Workaround Document: 01-0016**

3. Appointment Action Effective Date Correction{ XE "Correction / Cancellation:Appointment Action NOA or Effective Date Correction" }. DCPDS design does not support correction of effective dates, as these are control fields for many in-system data elements and processes. If an appointment action is input to DCPDS with erroneous effective date the action will have to be cancelled in DCPDS. The cancellation will not process at DCPS, but will be written to the payroll invalid report to allow for appropriate manual intervention. This procedure was established to avoid the inappropriate inactivation of a record for pay purposes when the action is to be put in again with corrected information.

> **PROCESSING GUIDANCE: If** the employee is not being appointed and the DCPS record should be inactivated, please notify the payroll technician and provide a copy of the

appointment and cancellation SF-50s. If the employee will be appointed with a new transaction, please ensure the action is input with the new information immediately following the cancellation. Coordination with the payroll technician will ensure the payroll office staff takes the appropriate action.

PAYROLL WORKAROUND: If the cancellation to an accession is received, contact the personnel office to verify if it is a true cancellation or if just a change to the effective date and/or NOAC before taking any action. If a change to effective date, then change the new hire date effective through the employee update program. DO NOT USE SEPARATION CODE 95.

B. RESOLVED Problems / Deficiencies Since Last Issuance

    1. Extension of Appt NTE. An on-going situation exists in DCPDS in the appropriate handling of temporary appointment extension actions and conversions from a temporary appointment due to expire. Unless the appropriate action, extension or conversion, is accomplished properly and timely, the employee is automatically terminated. The change in the business rules previously imposed by legacy DCPDS has created a significant learning curve as well as a tremendous workload in the absence of understanding and application of the new procedures. This workaround is provided in order to dispel misunderstanding of the appropriate processing steps required to properly manage these temporary assignments

        Workaround: The actual workaround is too large for insertion into this form. Please see the accompanying Word Document.

           Official Workaround: 02-0010
           LM Remedy Number: 1464
           Oracle FED TAR #1294702.996

    2. PAY500 for Cuba Local National Records reflect erroneous zero values in positions 203-205, 295-301, and 346-348. In addition, the value being written for Pay Table Identifier is not being properly cross-walked to "0000". Missing from the format is the Annuitant Indicator required by payroll edits. All of these fields are identified on payroll rejects as invalid values or required fields not entered.

        WORKAROUND: Using the CIVDOD Payroll Regeneration responsibility, user must modify each PAY500 format to resolve the erroneous or missing values and save the screen to accomplish the regeneration of a valid PAY500 format. FAXed SF-50s for manual payroll input are NOT Authorized for this problem.

           Official Workaround: 02-0011 and 02-0014 (Reissue)
           LM Remedy Number: 6858/8059

    3. Actions processed for employees in **SL or ST Pay Plan** when basic salary is set at the minimum amount of the range, $95,652, are being rejected identfying CPDF Edit 650.98.1. The error indicates that the salary is outside the range of the CPDF edit table 21. The table used for this edit was found to contain a minimum value of $95,653, one dollar more than the actual minimum amount.

        WORKAROUND: Complete the action giving the employee $95,653 as their basic rate of pay. Maintain a record of the erroneous action to be corrected in DCPDS as soon as the edit table has been corrected. Following load of the corrected edit table, process Correction to the original action changing the salary to $95,652. Overpayment to the employee will be insignificant considering the $1 per year difference.

           Official Workaround: 01-0012
           LM Remedy Number: 3083/5055/5570

Section II: DCPS KNOWN INTERFACE DEFICIENCIES / PROBLEMS

A. OPEN Problems / Deficiencies

1. Annual Leave & Home Leave Usage for Pay Plan TP{ XE "**Annual Leave & Home Leave Usage for Pay Plan TP**" **}.** DCPS does not recognize grandfathered annual and home leave for educators/administrators who changed from GS pay plan to TP pay plan.

> **WORKAROUND**: Timekeepers must manually track annual and home leave usage. Customer Service Representatives should notify pay technicians of usage and have the pay technician manually adjust the leave balances.

> **DCPS SCR #: X6189**

2. Auto Roll Part 2 – NOAC's 001, 002 and 5ED{ XE "**Auto Roll Part 2 – NOAC's 001, 002 and 5ED**" **}.** Auto Roll Part 1, DCPS release 01-1, implemented processing 'late original' actions through to on subsequent records as applicable. Auto Roll Part 2 will include processing to roll through the following types of actions received on the interface which were not included in Auto Roll Part 1: Corrections (002), Cancellations (001) and Entitlement Terminations (5ED).
> **WORKAROUND:**
> **PAYROLL:** The pay technician will need to manually intervene to roll the changes forward through the current date.
> **PERSONNEL:** Send the required documentation to the payroll technician.

> **DCPS SCR #: X7039**

3. Date Last Equivalent Increase/Reverse Interface{ XE "**Date Last Equivalent Increase/Reverse Interface**" **}.** Since Date Last Equivalent Increase is not applicable to all employees, it is not a required data element. If the field is left blank it will not reject at payroll. This field is used to start the flow of Leave Without Pay Hours back to personnel, and could cause an erroneous Within Grade Increase to be generated if non-pay hours are not properly accumulated.

> **WORKAROUND:** The payroll technician needs to enter the Date of Last Increase when appropriate.

> **DCPS SCR #: X5052**

4. Delete Foreign Entitlements{ XE "Foreign Allowances:Delete Foreign Entitlements" } DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentage to zero. Thus causing personnel to manually input a deletion to foreign entitlements on each affected employee.

> **WORKAROUND:** Post Differential and Danger Pay should be terminated in DCPDS when authorized percentage is changed to zero by Department of State. Post Allowance

authorizations must remain in DCPDS as percentages fluctuate frequently. The payroll system will properly apply the percentage variations as appropriate.

<div align="center">**DCPS SCR #: X5414**</div>

5. DoDEA Transactions & Supplemental Status{ XE "**DoDEA Transactions & Supplemental Status**" **}**. Allow DoDEA transactions to process regardless of supplemental status in DCPS. Transactions flowed on the interface are being rejected if the effective date is during non-pay status due to a DCPS edit.

> **WORKAROUND:** Manual intervention is required by payroll. The pay technician must return the educators to a pay status and then place them back in a non-pay status once actions processed in DCPS. No SF50 is required.

<div align="center">**DCPS SCR #: X6421**</div>

6. Leave Ceiling on Overseas Employees{ XE "**Leave Ceiling on Overseas Employees**" **}.** When a Home Leave authorization is input into DCPDS, DCPS is not automatically adjusting the employees leave ceiling to 360 hours.

> **WORKAROUND:** Manual intervention is required by payroll to adjust the leave ceiling to 360 hours.

<div align="center">**DCPS SCR #: X6142**</div>

7. LQA/TQSA Overlap{ XE "Foreign Allowances:LQA/TQSA Overlap" **}**. Effective June 21, 1999, the DSSR was changed to allow agencies to permit simultaneous payment of both Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) for up to five days after vacating residence quarters when heavy cleaning is required by the real estate agent and/or the lessor. The DoD Civilian Personnel Management Service further delegated that authority in a Memorandum date July 18, 1999.

> **WORKAROUND:** Manual intervention is required by payroll. Provide a copy of the SF 1190.

<div align="center">**DCPS SCR #: X7130**</div>

8. Lump Sum Entitlements{ XE "**Lump Sum Entitlements**" **}**. Currently, separating employees with a lump sum entitlement that covers a period affected by a pay raise do not have lump sum entitlements calculated with the new pay rate.

> **WORKAROUND:** The payroll technician must use the new pay tables to calculate the rate for employees with salaries not on the pay table (i.e. GM, Retained Grade/Pay). The pay technician must contact personnel for new rate of pay.

<div align="center">**DCPS SCR #: X6800**</div>

9. Master Employee Record (MER){ XE "Master Employee Record (MER)" } data in DCPS is not reset based on a personnel rehire transaction from DCPDS**.** Currently, if an employee separates and is rehired, DCPS is not overlaying the employees MER with the new data. DCPS leaves the separated information on the   MER. Example: If the name has changed from the time the employee separated to the time the employee is rehired on the same payroll database, the old name will remain.

> **WORKAROUND:**   The payroll technician will need to manually input the action. They may need a copy of the SF50.

> **DCPS SCR #: X5275**

10. NOA 5EN/5EC/5ED on Permanent & Temporary Supplementals{ XE "Foreign Allowances:NOA 5EN/5EC/5ED on Permanent & Temporary Supplementals" **}.** If a temporary assignment is in effect in DCPS when a 5EN/5EC/5ED is processed, the entitlement will only be applied to the "T" supplemental. Once the Temporary Assignment expires, the entitlement is no longer paid because the system no longer considers the "T" supplemental in effect for pay purposes.

> **WORKAROUND:**   The pay technician will need to manually update the new entitlement, change the existing entitlement or delete the entitlement on the permanent record when the employee is still on a "T" supplemental.

> **DCPS SCR: X6841 - Cancelled**
> **Replaced by X7039**

11. Pay Changes on Educators in non-pay status{ XE "**Pay Changes on Educators in non-pay status**" **}.** Educators who are currently in LWOP status are receiving pay adjustments which could cause an over payment of salary.

> **WORKAROUND:**   Pay technicians must manually audit pay records for educators to determine if the educator was overpaid due to 190 ^{or} 222 rate difference.

> **DCPS SCR #: X5889**

12. Post Allowance for Principals/12 Month Educators during Leap Year{ XE "Foreign Allowances:Post Allowance for Principals/12 Month Educators during Leap Year" }. Currently, DCPS determines the division factor for Post Allowance for Principals/12 Month educators the same as regular employees using calendar year (1 JAN – 31 DEC) instead of based on a School Year (1 AUG – 31 JUL). During leap years the division factor is set at 366 in January. Since these employees are paid on a School Year basis this will create an incorrect calculation during Leap Years. The 366-division factor should begin for these employees 1 AUG 1999 and continue until 31 JUL 2000. Beginning 1 AUG 2000 the division factor should return to 365.

WORKAROUND: Pay technicians must manually monitor post allowance for principals/12 month educators each pay period to ensure post allowance is paid correctly. No SF50 is required.

<p style="text-align:center">DCPS SCR#: X6706</p>

13. Pseudo Social Security Numbers{ XE "Pseudo Social Security Numbers" }. Currently DCPS & DCPDS cannot accept more than one position of employment under a single SSN. Example: An employee has two part-time positions, one at Army and one at DoDEA.

WORKAROUND: The agency that hires the employee first should use the real SSN. The second agency should hire the employee under a pseudo SSN.

<p style="text-align:center">DCPS SCR #: X7083</p>

14. DCPS Terminating Entitlements{ XE "Foreign Allowances:PTI 5ED (Terminating Entitlements" }. When a Foreign Entitlement is terminated, DCPS is erroneously terminating the entitlement one day early. DCPS terminates entitlements at the beginning of the day, instead of at the close of business. This does not include those entitlements that are automatically terminated when a loss transaction flows from a losing personnel office.

WORKAROUND: The effective date of the Termination of entitlement should be input as one day greater than the true termination effective date.

<p style="text-align:center">DCPS SCR #: X6826</p>

15. Reemployed Annuitants (Offset).{ XE "**Reemployed Annuitants (Offset).**" **}** Employees that retire under another Agency retirement system and are hired by a Defense Agency are "reemployed annuitants" and are subject to "offset". DCPS does not allow an annuity amount to be entered on employees with an annuitant indicator of 9 and retirement code of 4.

WORKAROUND: There is nothing the payroll technician can do to input this action. The payroll technician must contact the DCPS Customer Support office.

<p style="text-align:center">DCPS SCR #: X5200</p>

16. Separations with Temporary "T" Supplementals{ XE "**Separations with Temporary \"T\" Supplementals**" **}.** When processing a Separation transaction, DCPS date ends any "T" supplemental in affect at the time of Separation one day prior to the effective date of the Separation. This causes the employee to be paid using the "P" supplemental on the date of separation rather than the "T". This affects employees whose pay rate is different on the "P" and "T" supplemental records. Also, it will affect accounting if the Activity or Organization is different on the "P" and "T" supplemental records.

WORKAROUND: Notify the payroll technician to manually intervene to adjust the

employees' rate of pay. No SF50 is required.

<p style="text-align:center">DCPS SCR #: X6867</p>

17. Suspensions Not Served Consecutively{ XE "**Suspensions Not Served Consecutively**" **}.**
When a suspension is not imposed on consecutive workdays, the suspension must be input
manually by the payroll office. The only way the payroll technician knows to break out the
workdays of the suspension is from the annotated SF50 remarks. Since DCPDS does not send
remark information automatically to DCPS, the suspension SF50 must be sent to the payroll
office. (Example: Suspension is effective 03-29-98 with a NTE date of 6-30-98. However the
employee's suspension will be imposed 3-29-98 through 4-4-98; 4-26-98 through 5-2-98; 5-24-98
through 5-30-98 and 6-21-98 through 6-30-98).

> **WORKAROUND:**   Notify the payroll technician of the suspension action. Ensure that
> all of the workdays or dates are in the remark S77. Send the SF50 with the remarks to the
> payroll technician and alert them that the action must be monitored and manually input for
> each imposed suspension workday or dates.

> **INFO:** This issue is being reviewed by CPMS and DFAS-HQ to determine if any system
> change is necessary to ensure the proper procedure is being used.

18. Common Data Elements with Different Code Values{ XE "**Common Data Elements with
Different Code Values**" **}.** Data elements, which are common to both DCPDS and DCPS, should
have the same code values. Some data element code values received from DCPDS are converted
to a different value before being stored by DCPS. This process causes discrepancies when
reconciliation files are produced by DCPS to send back to DCPDS. Additionally, the mismatches
with common data element code values cause confusion and miscommunication between the
payroll and personnel representatives when discussing interface issues.   An initiative to modify
DCPS to mirror DCPDS codes is being evaluated under Modernization.

The data elements currently manipulated in one way or another either incoming or outgoing by
DCPS, which require standardizing are as follows:

SSN
Retirement Code
FEHB Temporary Indicator
FEHB Plan
FEHB Option
Entitlement Indicator
TSP Eligibility Date
TSP Status Code
Part Time Career Act Status
Premium Pay Indicator
Pay Table Number
Retained Pay Table Number
Hours Scheduled

Non-Pay Hours on Reverse Interface

> **PROCESSING GUIDANCE:** Ensure all of the above data elements are input with the correct value for DCPDS.

DCPS SCR#: 5537

19. Physicians Comparability{ XE "**Physicians Comparability**" **}.** When NOA 5EN is sent to payroll to add or change Physicians Comparability Allowance (PCA), the action will not update if there is a NTE date in payroll. For example: personnel sends a 5EN with an effective date of 990804 to payroll, the action failed to update at payroll because a PCA NTE date of 990914 existed at payroll and must be removed.

> **WORKAROUND**: If a PCA entitlement is not update in payroll due to date edits, the payroll technician must reset the NTE Date on the existing entitlement record to 1 day less than the effective date of the new record. The new entitlement can then be established. Personnel will send NOAC 5ED to terminate the PCA entitlement when appropriate.

DCPS SCR #: X7988

20. Teacher Hired During Summer Recess{ XE "**Teacher Hired During Summer Recess**" **}.** Testing has identified a situation when a teacher is hired during the summer recess period and the new hire effective date is then changed to a date greater than or equal to the SY (school year) begin date. The system is not setting the Supplemental Employee Status Code to 'A'. Furthermore, once the PRO changes the Status Code to 'A' , DCPS does not reset the Scheduled/Classroom Days Remaining based on the new effective date if date is greater than the SY begin date. This will cause the employee to be paid at an incorrect rate.

> **WORKAROUND**: If this situation occurs, PRO must access the new hire supplemental and change the Status Code to 'A' and the Grade to one for a principal (K* or L*). Once that change is accepted, again access the same supplemental and change the teacher's grade back to the correct value. This will trigger DCPS to set the correct Scheduled and Classroom Days Remaining. No intervention is necessary by Personnel
> SCR #: X7449 will be sent to the next CPOG for ranking.

Official Workaround Document 00-0006
DCPS SCR X7449

21. The DCPS reconciliation{ XE "DCPS reconciliation" } process is erroneously reverting to superceded   'T' (Temporary) Supplemental records. This occurs when there are numerous 'T' sups and the most recent one is no longer in effect. As a result, personnel will flag this as a problem and submit to payroll for their action.

> **WORKAROUND**: Payroll - When reviewing the Reconciliation sent by personnel, if DCPS did send data from a superceded 'T' sup, ensure that the information from personnel matches the most recent record in effect in DCPS.

SCR X8002 has been written to correct this problem.

Official Workaround Document 01-0004
DCPS SCR X8002

22. Chaplains Pay Basis. Chaplains interface actions are erroneously rejecting back to personnel because of their FB pay basis. Pay basis FB is valid for chaplains in personnel, but not recognized in DCPS because of the unique factors, which have to be taken into account to determine their pay entitlement. Air Force personnel has asked that the interface for Chaplains stop being returned to them because of the FB pay basis which is valid to personnel. Rather, the interface actions for Chaplains should be displayed on the payroll office Personnel Interface Invalid Report (P6606R01) for payroll review and manual intervention.

> **WORKAROUND:** Personnel – ignore payroll rejects for these Chaplains interface actions. Payroll – Monitor the Returns to Personnel Report (P6606R03) for rejects on Chaplains (Pay Basis = FB) and take appropriate action if necessary. Manual payments to these employees will continue.

Official Workaround Document: 01-0009
DCPS SCR X8466

23. New hire transactions rejecting because of FEHB plan 'ZZ' and FEHB status 'Y'. The personnel office is flowing new hire transactoins for employees that were previously separated from the database. These transactions have a FEHB plan of "ZZ" and the FEHB status of "Y". When this happens, DCPS is attempting to access the active "WG" deduction record. Some of these employees no longer have an active (date-end = 999999) "WG" deduction record. Thus, the transaction is rejecting back to personnel on the P6606R03 (Notification of Returns to Personnel) with error msg 25 FEHB ID.

> **WORKAROUND:** When the transaction is rejected, a hardcopy SF-50 must be faxed to payroll office for manual input.

Official Workaround: 02-0001
DCPS SCR X8617

24. Air Traffic Controller. Deputy Secretary of Defense's April 28 memo authorized 5% premium Pay for certain Air Traffic Controllers (ATC) within DoD. This premium is not considered earnings for Retirement/TSP/FEGLI purposes. Additionally, employees receiving this premium pay are exempt for the bi-weekly GS15/10 salary limitation. Until such time as DCPS is modified to create a new entitlement type for this premium, these employees will be treated as Administratively Uncontrollable Premium (Employee Type Code U). The following workaround is necessary to ensure accurate employee payments:

WORKAROUND: Personnel – update premium pay indicator for applicable employees to 1 value (5% of applicable salary), which will output an action to DCPS with NOA of JQU.

Payroll – Monitor the MER Add/Change/Delete Report and identify any employee who received a 5% YU entitlement on or after 28 April 2001. If the employees occupational series is 2152 (Air Traffic Controller), manually update the special employee indicator to L1 on that record and any existing subsequent records with occupational series = 2152. This will raise the employees' biweekly salary limitation to Executive Level 1. If an interface transaction for one of these employees rejects to the Invalid Report (P6606R01), ensure the occupational series is 2152 and the effective date of the action is on or after 28 April, before establishing the entitlement and updating the Special Employee Indicator. SCR X8095 (5% Premium Pay for DoD Air Traffic Controllers) contains the requirements to develop a permanent systemic solution to automate the payments for this new premium.

Official Workaround Document: 01-0005
DCPS SCR #: X8095

25. Student Firefighters (series 0099) are entitled to the same pay provisions as series 0081 Firefighters when their hours scheduled changes from 40 to 72 hours per week. The processes that were developed to manage the new Firefighter pay calcuations, do not recognize the employees as Firefighters because of the Occupational Series assigned. Extraordinary processing is necessary to ensure Student Firefighters are properly paid.

Workaround:
Personnel: Fax each SF-50 created on these employees to payroll.
Payroll: Manually enter the appropriate information including changing the occupational series from 0099 to 0081 upon receipt of each SF-50 to ensure the Student Firefighter is paid correctly, applying the new firefighter pay calculation processes.
DFAS TSOPE and CPMS must identify a permanent solution for this condition.

Official Workaround: 02-0006

26. PCA for Dentists is not being allowed under current DCPS edits. The PCA authorizations for Dentist are rejecting back to personnel with error message 1005 – EMPLOYEE IS INELIGIBLE. Personnel cannot correct or resend the action to correct the problem.

Workaround:
Personnel: Notify the payroll office of the erroneous reject and FAX the authorizing document for manual entry.
Payroll: Change the EMPLOYEE TYPE CODE to "D" through Employee Update. Once changed, enter the Physician's Comparability Allowance.

Official Workaround: 02-0012
DCPS SCR #: X9108

27. PCA for Dentist Additional: Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance (PCA). Current DCPS edits allow only Doctors to receive these payments. When Personnel sends a transaction such as a pay adjustment for a Dentist entitled to Physician's Comparability Allowance, DCPS changes the Employee Type code to "R". Because the Employee Type code is other than "D", the PCA entitlement is autodeleted and a reverse interface file is sent to personnel alerting them to the change in the employee's PCA entitlement.

> **WORKAROUND:**
> PERSONNEL: Notify the payroll office of the erroneous reverse interface file. You will also need to restart the PCA entitlement effective one day after the erroneous termination.
> PAYROLL: Change the EMPLOYEE TYPE CODE to "D" through Employee Update. Once the Employee Type Code is changed, enter the Physician's Comparability Allowance.

> **Official Workaround: 03-0005**
> **DCPS SCR #: X9108**

28. Navy UIC Prefix: Navy records serviced by another agency are written to DCPS using Navy Business rules. The payroll system has code in place to prefix the standard 5 character Navy UIC with a zero to meet the six character UIC size requirement in DCPS. The insertion is done based on "servicing" agency rather than "owning" agency so cross serviced records are not updated with the DCPS required zero prefix. All actions transmitted with the VALID 5 character UIC reject at DCPS because of the UIC.

> **WORKAROUND:** Payroll Regeneration capability must be used to regenerate each transaction processed on Navy records serviced by other than Navy. The regenerated transaction will be modified to reflect a six character UIC, prefixing the real five character value with zero.

> **Official Workaround: 02-0003**

29. AFRH AD Per Hour: There is an edit in DCPS batch processing that sets other USSAH (AFRH) 'AD' employees to Employee Type Code 'B', without looking at Pay Basis. Then it continues to edit the Grade and Step (based on the 'B' Emp Type Cd) which must be 00 or 11-15 and 00-10 respectively. This causes transaction for AD employees with Pay Basis PH to reject at DCPS.

> **WORKAROUND:**

> PERSONNEL: Notify (and fax SF-50) the payroll for any transactions on these employees. Payroll office Remedy system should be used to provide notification.

> PAYROLL: This edit is not hitting for online entry since it looks at Pay Basis, therefore the PRO is able to enter the transactions online.   Manual entry should be accomplished from the SF-50.

30. Pay Table ID for PRD 5: DCPS batch processing erroneously spaces out the Pay Table Number on transactions when the Pay Rate Determinant (PRD) is '5'.   If the Pay Table the employee is on has a 10/01 value the employee's Maximum Overtime Rate is stored incorrectly using the general table values instead of the appropriate pay table.

WORKAROUND:
PERSONNEL – Notify the payroll that the transaction was sent and fax the SF50 for manual entry of Pay Table Number.
PAYROLL – Update the supplemental through Employee Update with the Pay Table Number provided.

Official Workaround: 03-0001

B. RESOLVED Problems / Deficiencies Since Last Issuance

1. Duplicate Separation Actions{ XE "**Duplicate Separation Actions**" **}.** DCPS is allowing corrections, cancellations or reflow of separation actions, which is causing future supplementals (severance entitlements, new hire supplementals, etc.) to be deleted. This causes all the transactions after that auto delete date to be manually re-entered by the payroll office. If the employee was paid after the date of separation a debt is created causing a delay in employee being paid.

> **WORKAROUND:** Notify the payroll office that the transaction is being processed and provide documentation as requested. The payroll technician must re-enter the deleted transactions.
> **DCPS SCR #: X6710**
> **RELEASE 02-4**

2. When a Cancellation (NOAC 001){ XE "Correction / Cancellation: Cancellation (NOAC 001)" } is processed against an older 'P' supplemental (not the most current supplemental), the record being cancelled is overlaid with data from the previous record. If the value of the ACT/ORG on the older supplemental is different than the what is on the record being cancelled, both the supplemental and MER are changed but not rolled forward to subsequent supplemental records causing the MER to be out of sync with the supplemental in effect.

> **WORKAROUND**: Monitor the Add/Change/Delete Report - P6609R01. Manually change the subsequent supplemental records if applicable. The records that should be checked are identified on the report as follows: The report will contain the words "P SUPPLEMENTAL DELETED", and the new NOAC will be 0001 and the ACTIVITY and/or ORGANIZATION will be identified as changed.
>
> SCR X7712 not yet scheduled for a release, has been written to roll ACT/ORG changes to subsequent records on cancellations as well as late original and correction actions.

> > **Official Workaround 00-0012**
> > **DCPS SCR X7712**
> > **RELEASE 02-4**

3. Servicing Agency Defaults. When a new hire transaction is entered manually the Servicing Agency field will default to a value from the activity record. In some cases the defaulted value is not correct causing all subsequent transactions for the employee to return to personnel.

> **WORKAROUND:** PAYROLL - always verify and enter the correct Servicing Agency value when entering a transaction through the on-line new hire screen. If an existing value is found to be incorrect, the payroll technician must manually correct when notified by the personnel office.

> > **Official Workaround: 01-0008**
> > **DCPS SCR X8455**

20

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

A. DCPS Invalid Rejects to Personnel

1. ERRONEOUS REJECTS: Following are payroll rejects returned to personnel erroneously. If you are receiving other reject reports that you believe may be invalid, please provide a copy of (1) the reject report, (2) the PAY500 screen reflecting the action being rejected, (3) a copy of the SF-50 associated with the action if appropriate, and (4) a Master CA record print to your agency representative.

Invalid Payroll Reject Selection Criteria{ XE "**Invalid Payroll Reject Selection Criteria**" **}:** If a data element passes the DCPDS edits, DCPS has separate edits that erroneously reject the action back to personnel. DCPS should be dropping these types of system edits to the payroll invalid report for research.

> **REQUIRED ACTION**: Notify the payroll technician that the action you are sending is valid and should be processed manually. Example: If a pay plan is on the DCPDS tables, but not on the DCPS tables, have the action fall to the payroll invalid report for table verification rather than reject the action back to personnel.

> **DCPS SCR #: X5256**

2. Lump Sum Severance Pay{ XE "**Lump Sum Severance Pay**" **}:** When a lump sum severance is sent to payroll with either spaces or zeroes in the weekly amount (positions 367-372), DCPS is erroneously rejecting the action to personnel with error message #9001 – "Sev Wkly".

> **REQUIRED ACTION: The** payroll technician must manually update the severance to pay it lump sum by entering the Weekly Severance Amount equal to the Total Severance Amount online.

> **DCPS SCR: X6981**

3. NOA 002, Correction{ XE "Correction / Cancellation:NOA 002, Correction" **}:** NOA 002 is erroneously being rejected by DCPS back to personnel when they are expecting the Basic Pay field (legacy DIN M5E) to be included on certain correction actions. This seems to be happening on actions where a data element that is being corrected would normally include a change in the salary. (i.e. Pay Basis, Pay Table ID).

> **REQUIRED ACTION**: Notify the payroll technician of the action and have them manually input the action. Provide a copy of the SF50 if needed.

> **DCPS SCR #: X6680**

4. NOA 703 and CAO{ XE "**NOA 703 and CAO**" **}.** DCPS does not accept a NOA 703 on a CAO action when there is a change in payroll office. DCPS doesn't consider a temporary action

to be a "new hire" to the payroll system. The 703 action rejects back to personnel with error message "9002-Employee SSN Not Found". Another payroll reject will be received from the losing payroll office with error message "9004 – Invalid attempt to add change delete or view" because the losing payroll cannot handle a NOAC 703 loss action.

> **REQUIRED ACTION**: Notify both the gaining and losing payroll technician to manually input the loss and gain action. Both gaining and losing payroll will need a copy of the appropriate SF50.

> **No SCR at this time**.

5. NOA 872{ XE "**NOA 872**" **}.** Time Off Award, is being rejected by DCPS for intermittent employees. Even though the awards are authorized by OPM regulation, DCPS programming was not put in place to accept the award.

> **REQUIRED ACTION**: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the SF50. Procedures have been documented in the DCPS manual.

> **DCPS SCR #: X6220**

6. TAPER{ XE "**TAPER**" **}.** TAPER actions NOACs 112/512 are erroneously being rejected by DCPS because DCPS is looking for a NTE date. DCPS is rejecting the action back to personnel with a NTE date of three years after the effective date of the TAPER appointment. A NTE date is not needed or flowed to payroll.

> **REQUIRED ACTION**: Notify the payroll technician of the action, and have them manually input the action. They will need a copy of the SF50.

> **DCPS SCR #: X6231**

B. DCPDS Processing Guidance For Special Situations

1. Correction to NTE Date{ XE "Correction / Cancellation:Correction to NTE Date" }: The NTE DATE field located in positions 397-0402 of the 500 character interface format is used to flow various not to exceed dates that would not be appropriate for use with any other not to exceed date, i.e. unique to a specific NOAC and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field. If correction is required to one of the values contained in the table that will remove the date, the system will write "*" to the NTE DATE in the interface transaction. DCPS cannot determine which field is being spaced out and, therefore, spaces out all of the identified fields.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN NTE DATE FOR:
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)

PROCESSING GUIDANCE: If one or more of the NTE dates should contain values after the correction is processed user must notify the payroll technician and request the field be manually updated to restore the value.

2. Entitlements Edits in DCPDS{ XE "Entitlements Edits in DCPDS" }. DCPDS has only minimal editing to ensure that the amount or percentage input for each of the 16 possible entitlement types is reflected in the appropriate format to result in a valid payment amount. Input of an erroneous combination or value format can result in substantial over or under payment to the employee.

PROCESSING GUIDANCE: Ensure the entitlement amount/percentage is input in the correct format and that the correct entitlement code has been selected for the transaction. The following table will assist with the validation. Decimals reflected in format are assumed – do not include in input. They are shown to properly identify the meaning of values being authorized. *Reminder: Not all of the identified entitlement types are authorized for use by all agencies. Please be certain of your agency policy before input of these entitlement authorizations.*

Entitlement		Amount or

Code	Entitlement	Percentage Format
1	Foreign Transfer Allowance	Annual Amount (i)
2	Education Allowance – Education Travel	Annual Amount (i)
A	Fringe Benefits	
C	COLA (Non-Foreign for Alaska, Hawaii, Guam,	Percent (22.50) Input 0002250
D	Non-Foreign Post Differential	Percent (2.50) Input 0000250
I	Subsistence Expense Allowance (SEA)	Daily Amount (iii)
J	Temporary Quarters Subsistence Allowance (TQSE)	Daily Amount (iii)
K	Tropical Differential	Annual Amount (ii)
L	Benefit Allowance – GTMO	
M	Physicians Comparability Allowance	Annual Amount (i)
N	Remote Site-Offshore Allowance	Daily Amount (iii)
O	Recruitment Incentive	Percentage
S	Special Retention Allowance	
X	Foreign Language Proficiency Pay (FLPP)	Pay Period Amount (iv)
Y	Extra Curricular Activity/Stipend	Annual Amount (i)
Z	Extra Duty (Dorm Supervisory)	Annual Amount (i)

3. Thrift Savings Plan (TSP) Dates{ XE "Thrift Savings Plan (TSP) Dates" }: Date fields associated with TSP information have very specific criteria for determining appropriate values. While automated systems can provide editing to help ensure validity of data input, the users of the system are expected to be knowledgeable in their area of responsibility and able to determine the appropriate values needed. DCPDS does not provide "save me from myself" editing in a lot of areas including TSP date fields. As a result, erroneous dates input with TSP are, in most cases, rejected from the payroll system.

> **PROCESSING GUIDANCE: It** is imperative that the DCPDS user ensures the accuracy and validity of the input. Following is a description of each of the TSP data fields, the most frequently erroneous TSP date fields, and assistance in determining the appropriate values. TSP information can be found in DCPDS by navigating to People Enter and Maintain / Assignment / Entries / TSP.

> **STATUS DATE:** Reflects the date that current TSP Status became effective. A newly appointed employee will have a value equal to the effective date of the appointment unless TSP is being transferred in from another agency. The status date will change when an ineligible employee becomes eligible, an employee elects to contribute, or terminates participation. This date does not change when participation percentages or amounts are changed.

SCD TSP: TSP service computation date is used for vesting purposes and is required only for employees covered by the FERS retirement system. All Federal Civilian service time is included in this SCD, but the date may not reflect a value earlier than 01 April 1984.

AGNCY CONTRIB ELIG DATE: This date is critical to controlling the automatic 1% government contribution for FERS employees.

EMP CONTRIB ELIG DATE: Reflects the date the employee becomes eligible for contribution to the Thrift Savings Plan.

 The following decision logic table will assist in determining the appropriate date for these fields.

TSP Eligibility Date Determination

If the action being taken is:	And Retire-ment Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution or Reenrollment Eligibility Date will be:
Appointment with no transferable TSP participation or previous eligibility	FERS	I	The second open season after the effective date of appointment.	The date of appointment.
Reemployment with previous eligibility	FERS	E	The date of appointment	The date of appointment.
Appointment with transferable TSP participation (includes transfer from another agency)	FERS	E or Y or T or W or S	Date employee became eligible to participate at the previous agency. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	The date of appointment or date eligible for reenrollment following termination.
Any	FICA	I or space	Employee is not eligible – no date should be input	Employee is not eligible – no date should be input
TSP Election (before eligibility for agency 1% for FERS)	FERS	W	Eligibility date remains unchanged as a FUTURE date that the employee becomes eligible for agency contribution.	The date of appointment.

If the action being taken is:	And Retire-ment Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution or Reenrollment Eligibility Date will be:
TSP Election (after eligibility for agency 1% for FERS)	FERS Or CSRS Or NAF Eligible	Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date must be current or past date.
TSP Status Change from Ineligible to Eligible (without matched employee contribution for FERS) on the date the employee becomes eligible for agency contribution	FERS Or CSRS Or NAF Eligible	Changed From I to E	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.
TSP Status Change from Ineligible to Eligible (with unmatched employee contribution for FERS) on the date employee becomes eligible for agency contribution	FERS	Changed From W to Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date remains unchanged.
Participation is Terminated outside of Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.

If the action being taken is:	And Retire-ment Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution or Reenrollment Eligibility Date will be:
Participation is Terminated during Open Season	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. Date will be the first pay period in June or December of the year in which employee became eligible.	Employee may elect to participate again in the first open season beginning after the effective date of the termination.
Participation is Terminated outside of Open Season when employee is not eligible for agency contributions	FERS	Changed from W to S	Eligibility date will remain unchanged with this action and must be a FUTURE date. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Employee will not be eligible for participation until the second open season following the termination action. Eligibility date will be the first pay period effective date in June or December of the year in which again eligible.
TSP Participation is Suspended for a six month period when financial hardship in-service withdrawal is taken by the employee	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Non-contribution period beings on the 46th day after the date of the hardship withdrawal and ends 180 days later. The eligibility date will NOT be the next open season effective date as is required for all other eligibility conditions.

4. Post Allowance{ XE "Foreign Allowances:Post Allowance" **}** in modern DCPDS is identified with Element name Post Differential Amount. The only data elements to be input are: Last Action Code, Location and No. of Family Members (at least 01). Do not input anything into Amount. DFAS will pay them their allowance based on location, family members and the Code F for type of allowance.

<div align="center">**Remedy PR 665**</div>

5. Post Differential{ XE "Foreign Allowances:Post Differential" } in modern DCPDS is identified with Element name Post Differential Percent. The only data elements to be input are Last Action Code and Location. Do not input anything into the percentage data field. DFAS will pay the employee based on the location passed and the Code G for type of differential.

<div align="center">**Remedy PR 665**</div>

6. Awards{ XE "**Awards**" **}.** Modifications have been made to DCPS for processing multiple cash awards. A new Award Record will be stored for each cash award received. DCPS will now allow multiple awards to be processed through the PDS Interface and online with the same NOAC as long as the effective date is different. Also, multiple awards can be processed if the effective date is the same but the NOAC is different. If a correction is received by DCPS, the existing award record will be modified. If an award is cancelled, the award record in DCPS will remain but the amount field will be changed to zero. Duplicate awards with the same NOAC and the same effective date will not be valid in DCPS. These will be written to the Personnel Invalid Transactions Report with the new error message '1012 – TRANSACTION NOT PROCESSED, ORIG AWARD NOT FOUND OR DUP AWARD'. If duplicate awards are processed in DCPDS, one of the entries should be cancelled in DCPDS. RESOLUTION OF THE DUPLICATE AWARD MUST BE CAREFULLY COORDINATED WITH DFAS, AS THE CANCELLATION WILL CREATE A PAY500 THAT MUST NOT PROCESS IN DCPS.

7. **SSN Correction/Change** processing requires special attention and coordination with the servicing payroll center. Conditions may exist on the payroll database that will prohibit successful processing of NOA 499 payroll interface transaction. If the employee was previously serviced on the payroll database with the new SSN value, the transaction will error to the Personnel Interface report, PRO report P6606R01. Additionally, problems have been experienced when the user notifies the payroll office of a SSN change and the payroll office makes the change manually before the interface transaction is received. This condition causes the interface transaction to reject back to personnel stating that the employee record could not be found. It is recommended that a payroll office Remedy be submitted when the SSN change is input to DCPDS to alert the payroll technician of the pending SSN change. The notification should request that the technician not manually enter the new SSN, but watch for the NOA 499 transaction and ensure it is properly updated to the DCPS record. If a record exists with the same SSN, the payroll technician will then be aware that additional effort is required.

The use of PSEUDO SSN for a second appointment within or outside of the agency continues to be required by DCPS. Ideally, the pseudo SSN (second) appointment would always end first without impact to the primary appointment. Frequently the appointments end opposite the

ideal. Any attempt to remove a PSEUDO SSN from the DCPDS record will have very adverse results in the payroll system. DCPDS does not reflect the pseudo value in the primary "National Identifier" field, so documents and reports produced by the system reflect the REAL SSN. Continuing the use of the pseudo SSN has caused no adverse impact and will avoid loss of pay history and possible duplication of records in the DCPS system.

8. Extension of Appt NTE. An on-going situation exists in DCPDS in the appropriate handlingof temporary appointment extension actions and conversions from a temporary appointment due to expire. Unless the appropriate action, extension or conversion, is accomplished properly and timely, the employee is automatically terminated. The change in the business rules previously imposed by legacy DCPDS has created a significant learning curve as well as a tremendous workload in the absence of understanding and application of the new procedures. The following instructions are provided to dispel misunderstanding of the appropriate processing steps required to properly manage these temporary assignments.

Processing Extension of Appt NTE

When processing Conversion to Appointment NTE (5XX) or Extension of NTE (760) actions in legacy the effective date was automatically set by the system as the NTE date plus 1 day. This is not the case in modern DCPDS, Suspense runs and creates the Termination Expiration of Appt (355) RPA using the NTE date of the employee as the effective date 1 day prior to the effective date of the termination. Inputting a 5XX or 7XX action to convert or extend the employee on the NTE date will not prevent the termination from processing because the system has already created the Termination Expiration of Appt (355) RPA. To prevent the system from processing the Termination action already created on the employee you must find the action from the Cancellation/Correction area of modern DCPDS, "Reroute" the Termination Expiration of Appt (355) RPA and physically cancel the pending RPA using the "RED X" capability.
Example:
25-May-02   Appt NTE 30-Sep-02.
29-Sep-02   System creates a 355 Termination Exp of Appt for record.
29-Sep-02   Input Ext of Appt NTE processed (Effective 30-Sep-02).
30-Sep-02   Appt terminated if user fails to use the "Reroute" function of
               Cancellation/Correction RPA.
01-Oct-02   Ext of Appt NTE RPA re-routed to Suspense/WIGI Box.

In order to prevent the Termination from processing you should always input an Extension to Appointment NTE at least 2 days prior to the NTE date with an effective date of at least 2 days before the existing NTE date.
Example:
25-May-02   Appt NTE 30-Sep-02.
28-Sep-02   Input Ext of Appt NTE processed (Effective 28-Sep-02).
30-Sep-02   Extension action updates the database. Termination (355) is re-routed to the
               Suspense/WIGI Box user must delete the action or was not created at all if the
               extension was input early enough.

This processes only applies to Conversion to Appointment NTE and Extension of Appointment NTE NOAs. It is not applicable for processing temporary actions on permanent employees such as a change to lower grade action for an employee on a temporary promotion.

9. Temporary Assignment NOAC – Change in Payroll Database{ XE "Temporary Assignment NOAC - New Hire/Separation" }. Completion of DCPS database realignment by agency has significantly decreased the occurrence of changes in payroll office ID with temporary assignment NOAs. There may be, however, those instances when a record moves between a conus and overseas location resulting in a change in the payroll database. Transactions received by DCPS to hire/separate employees using NOACs 703, 921,741, 930 are rejected back to personnel with the error message "9002 - EMPLOYEE ID NOT FOUND". Transactions to separate the employee are being rejected back to personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the SF50 for this situation and the following work around is necessary to process the action.

> **PROCESSING GUIDANCE:**
> **PERSONNEL:** When processing NOACs 703, 921,741, 930, etc. i.e. temporary assignment types, provide both payroll offices with copies of the SF50.
>
> **THE GAINING PAYROLL OFFICE:** New Hire the employee using a NOAC of 721 (Reassignment) with all the information from the temporary action, excluding the not-to-exceed date. This will store a permanent supplemental. Then, input the temporary assignment with the appropriate NOAC via Employee Update. Retirement service history needs to be adjusted as appropriate.
>
> These employees will need to be monitored closely when they reach the not-to-exceed date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the not-to-exceed date unless a transaction is received from personnel. This work around will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.
>
> **THE LOSING PAYROLL OFFICE**: Using the Separation Program, separate the employee with a NOAC of 721 (reassignment). Using the SF50 received from personnel. Retirement service history needs to be adjusted as appropriate.

10. Authorizing VSIP/VERA Payment Options. The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issued implementing guidance by a memorandum dated January 4, 2002 in support of optional VSIP/VERA payment plans. The payroll interface processes are unable to support electronic submission of the payment options. Payroll offices are tasked with entering payment options as soon as possible following receipt of the separation action and NOA 825 through interface. The following steps are required to ensure that the payment options are recorded in DCPS before the lump sum payment is produced.

PROCESSING GUIDANCE:

PERSONNEL: UPON RECEIPT of the employee VSIP/VERA payment option election form, annotate the effective date of the retirement/separation action with which the payment will be authorized and fax the form to the payroll office. This will allow payroll to set the payment option before the interface transaction sets up the lump sum payment.

PAYROLL OFFICE: Modify the VSIP/VERA award payment entry as instructed in the extensive payroll workaround provided by TSOPE.

11. Procedures for Correcting Payroll Office ID: During the mass DCPS to DCPS record transfers that were done in 2002, it was found that many records were being moved by components in conflict with the servicing realignment. In order to better manage the alignment of records, DFAS determined that PON actions would have to be set to no longer process directly to the system. CPMS concurred with the resolution as records on both systems were being erroneously modified.

It has been determined that there are basically two situations that a user MUST correct a payroll office ID. The first is addressed in our New Payroll Sequence Validation Procedures at Section V.C. The second condition is that a record is updated to reflect the wrong payroll office, however the sequence for the SOID/POID/Servicing Agency is a valid combination. Records in that condition will not be identified by the new payroll sequence reports and are generally identified when the timekeeper or CSR cannot access the record. Neither of these cases should result in cancellation of an action in DCPDS. The action that gained the employee to the wrong payroll office was a valid, legal, appropriate action and may not be cancelled to fix the payroll office ID error. In both cases the processing resolution is the same.

First step is to correct the payroll office id in the employee's position, date tracking to the appropriate effective date. The update will create two PON transactions to payroll. BOTH will reject. To provide the NEW payroll office with the necessary transactions, use the Payroll Regeneration process to resend each PAY500 for the record (except the PON) changing the payroll office ID to the NEW value. These actions must be regenerated in exactly the same order they were originally processed. The loss transaction on the OLD (wrong) payroll office database must be manually terminated by the payroll technician. A Payroll Office Remedy must be opened requesting the invalid account be deactivated. If the employee has been paid on the OLD database, additional coordination will be required between losing and gaining payroll offices. Be sure the Remedy submission identifies the gaining payroll office database along with other necessary information.

C. Processing Reminders and Items of Interest

This section is added to provide an avenue for processing instruction reminders and other items of interest that will not be repeated in each issuance of the PAL. We hope you find this addition useful and welcome your suggestions/requests for inclusion of topics of interest in future issuances.   Please submit your requests through your agency/payroll office Personnel / Payroll Interface Workgroup POC.

1. **Use of Payroll Gain / Loss Flag with Separation Actions:** Movement of employees between servicing payroll offices through Change in Appointing Office (CAO) or Interagency Transfer created a need to be able to identify to the payroll database that the action was to be considered a separation or hire when the nature of action being processed was not the traditional 1##, 3## hire or separation. While last year's payroll servicing realignment minimized the CAO impact, the interagency transfer still requires use of the flag. In addition, the value "R" was established to allow for identification of a separation that was being processed when the employee was to be reappointed the next day. The use of the "R" value then ensured that payroll did not pay out annual leave or close out the retirement record.

   The appropriate Gain / Loss Flag value is system generated for CAO and Interagency Transfer actions based on the gaining and losing payroll office Ids that are included in the CAO / Interagency Transfer process. When the servicing payroll office changes for an employee with these actions, the system will create two interface formats to DCPS. A gain transaction, reflecting a "G" in the PAY500 position 202, is created to the gaining region payroll interface while a loss transaction, effective one day prior to the gain transaction, is written to the losing region payroll interface. The loss transaction, accordingly, reflects the value "L".   These usages of the flag are systematic based on the accurate input of gaining and losing information on the CAO/Transfer request screen.

   Within the Separation RPA family in DCPDS a DDF exists in Extra Information that allows for entry of a gain / loss flag. In only a very small percentage of separation actions should a value be entered.   The purpose for the field in separation actions is to document that an employee is separated from the agency roles and will be quickly rehired. When this condition is identified, the user would enter a value of "R" (Rehire) in the field notifying the payroll system that annual leave balances should not be paid out and that the retirement record remains open.

   Entry of a value "G" or "L" in the gain / loss flag when the employee is not actually moving to another DCPS database will cause the separation transaction to reject at payroll. When one of these values is entered, the transaction must reflect a gaining payroll office id or the transaction will reject. It is also critical that "R" be used only when the employee will be brought back onto the rolls. Inappropriate use of the value will cause the employee to not be paid lump sum leave and the retirement record will not be forwarded to OPM.

2. WGI for GM IT Employees: Prior to the January 2003 pay adjustment we provided a salary calculation EXCEL workbook that accomplishes the very complex formulas to set basic rate and locality amounts for GM employees assigned to one of the IT special rate schedules or the Air Force Pilot special rate schedule. Included in the workbook is a spreadsheet that is needed to recalculate locality pay when these GM employees receive WGIs. It is imperative that the WGI actions for these employees be corrected using the calculations determined within the spreadsheet.

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES
A. Standard Form 50{ XE "Standard Form 50" }

STANDARD FORMS 50 REQUIRED BY THE
DEFENSE CIVILIAN PAY SYSTEM PAYROLL OFFICES
March 2002

The following list represents hardcopy Standard Forms 50 (SF50) required by the Defense Civilian Pay System (DCPS) payroll offices.

1. SF50 reflecting a change in Payroll Office Number. (Mass transfers must be approved at DFAS-HQ/F in accordance with the DODFMR Volume 8, paragraph 060302).

2. Cancellation (001) SF50 actions.

3. Correction (002) SF50 actions, if the correction affects other than the most recent action, i.e., an 002 correction with remarks identifying the date effective and information truly being corrected.

4. Change in Retirement Plan (NOAC 803).

5. SF50 that was erroneously rejected by DCPS but is correct in Defense Civilian Personnel Data System (DCPDS).

6. SF50 that the DCPDS is either not providing a transaction or is providing an erroneous automated interface transaction to DCPS.

7. Award SF50s for inactive employees when the record no longer exists in the personnel system.

8. SF50 with typed or corrected payroll related information. A typed SF50 will not be accepted for actions normally processed via the interface. When this situation occurs, the human resources office should document the situation and forward that documentation to the DCPDS Service representative for review to identify recommended changes to the interface or work procedures.

9. SF50 required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring SF50 documentation.

10. A SF50 documenting the following:

    a. LWOP due to active military duty/training.

    b. Change in the supplemental pay amount for Junior Reserve Officers' Training Corps instructors.

c.   Changes to the Department of Defense Elementary and Secondary Schools teacher's pay information.

d.   Suspension identifying non-consecutive dates.

e.   A change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the SF 50.

f.   An employee to whom a Recruitment Bonus has been paid and separates before the agreement expiration date.

g.   A Separation Incentive Award (NOAC 825) with remarks stating the payment is to be made by installments.

B. Other Documents

No other documents currently listed.

Section V: ADDITIONAL INFORMATION

A. Standard Operating Procedure for Manual Workaround Request/Approval

Standard Operating Procedure
Personnel / Payroll Interface Manual Workaround

Introduction

Instructions provided in this SOP are to be followed when personnel transaction or record data cannot be provided to the payroll system through electronic interface. This could occur when there are system process failures or new processes that are not yet available in either the personnel or payroll system. The need for authorization for a manual workaround may also be required on an individual transaction basis because of unique record conditions or problems. No manual workarounds for payroll interface are to be initiated without approval by CPMS.

This SOP is developed to ensure (1) manual intervention on the part of either the payroll or personnel office is required and appropriate; (2) all users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (3) consistency in processes between the personnel and payroll systems throughout Department of Defense; (4) communication of problems and issues through appropriate channels with results being coordinated and documented.

Procedures

Process failures / individual transaction issues DCPDS initiated

- ► User will:
  - Verify that the problem was not result of user error - If yes, reprocess correctly. If no, go to next step.
  - Verify that the problem was not result of invalid record conditions. If yes, correct erroneous record conditions and reprocess. If no, go to the next step.
  - Document the problem with screen pictures and thorough description of processing steps and record conditions.
  - Report the problem in Navy remedy and provide documentation through agency channels and request a workaround be provided.
- ► Designated agency representatives will:
  - Validate the problem.
  - Report it to Lockheed Martin Remedy.
  - Provide description of the problem to CPMS POC via e-mail with request for a workaround. Include the Lockheed Martin remedy number in the e-mail message.
- ► CPMS POC will
  - Review the problem.
  - Develop an appropriate workaround.

- If the workaround is due to a system process failure, prepare official workaround form and post it in the control log.
- Provide the workaround to DFAS for concurrence.
- Issue the official workaround document via e-mail to the Personnel / Payroll Interface Workgroup representatives for distribution within their agencies, following approval by DFAS.
- Issue 'rescind notice' for the workaround, once final problem is corrected and fielded.
- For individual transaction issues:
  - ✓ Will not issue an official workaround.
  - ✓ Coordination with DFAS will be accomplished through e-mail or by phone.
  - ✓ Agency will be notified of the authorized workaround by e-mail to the agency POC reporting the problem.

Process failures / individual transaction issues DCPS initiated

- Payroll center staff reports the difficulty to TSOPE via DAR.
- TSOPE staff validates the problem and identifies the appropriate workaround.
- TSOPE prepares the official workaround form and forwards it to CPMS POC
- CPMS POC.
  - Assigns the control number and posts to the log.
  - Issues the official workaround via e-mail to the Personnel / Payroll Interface Workgroup representatives.
- TSOPE distributes the workaround document to the payroll centers.

New functionality not yet available:

- Workarounds may be initiated by either DFAS or CPMS:
  - If DCPS is the source of the workaround, DFAS/TSOPE will provide information to CPMS/AMD.
  - If DCPDS is the source of the workaround, CPMS/AMD will provide information to DFAS/TSOPE
  - Workaround will be jointly developed and agreed to by CPMS POC and DFAS/TSOPE designee.
  - CPMS POC will prepare official workaround document and post it to the log.
  - Official Workaround document will be forwarded to DFAS/TSOPE for final coordination.
  - Document will be issued via e-mail to the Personnel / Payroll interface Workgroup representatives for distribution within their agencies.
  - When system changes are completed for the new processes, CPMS POC will issue rescind notice for the workaround.

B. Official Workaround Document Log

CPMS CONTROL NUMBER	ISSUE DATE	SYSTEM AFFECTED	PROCESS	DATE FIXED	RELEASE / PATCH	RESCIND DATE	DCPS DAR / CPMS PR#	DCPS SCR / CPMS CRT
00-0001R	15-Feb-2000	M-DCPDS	Separation	27-Feb-2000	Patch 8	27-Feb-2000	PR5134	N/A
00-0002R	15-Feb-2000	M-DCPDS	FEHB/TSP	27-Feb-2000	Patch 8	27-Feb-2000	PR5134	N/A
00-0003R	22-Feb-2000	M-DCPDS	Payroll Org Code Change-Navy Only	27-Feb-2000	Patch 8	27-Feb-2000	PR5208	N/A
00-0004R	2-Mar-2000	M-DCPDS	Correction to 894 Pay Adjustment	1-Apr-2001	Patch 20	16-Apr-2001	PR110	N/A
00-0005R	7-Apr-2000	DCPS	Intermittent Day / Hours accumulator	9-Mar-2001	Release 01-1	10-Mar-2001	N/A	SCRX5552
00-0006	25-Apr-2000	DCPS	Teacher hire during recess					SCRX7449
00-0007R	19-May-2000	DCPS	FEGLI no updating with 002	9-Mar-2001	Release 01-1	10-Mar-2001	N/A	SCRX7510
00-0008R	20-Jun-2000	M-DCPDS	Severance Pay	7-Apr-2002	Patch 32.5	1-Jul-2002	PR414	
00-0009			NOT USED					
00-0010R	22-Aug-2000	DCPS	OWCP Benefit Withholdings	8-Mar-2002	Release 02-1	11-Mar-2002		SCRX5532
00-0011R	15-Sep-2000	DCPS	CAO Loss from "FA"	3-Dec-2000	Release 00-4	2-Jan-2001		
00-0012	15-Sep-2000	DCPS	Cancellation of other than current permanent payroll supplemental					SCRX7712
00-0013	1-Sep-2000	M-DCPDS	Awards for Separated Employees		11I		PR948	
00-0014R	28-Sep-2000	L-DCPDS	Projected CAO actions	24-Oct-2000	L-Patch 15	22-Jan-2001	1945-000561	
00-0015R	4-Oct-2000	DCPS	Military LWOP	8-Mar-2002	Release 02-1	11-Mar-2002		SCRX6303
00-0016R	13-Nov-2000	B-DCPDS	Suspending Foreign Allowances	23-Jun-2002	Patch 36	1-Jul-2002	PR4098	
01-0001R	9-Jan-2001	M-DCPDS	Payroll Regeneration Format Error	19-Feb-2001	Patch 19.3	22-Feb-2001	PR1597	
01-0002R	19-Mar-2001	M-DCPDS	Missing Army CEO Data Fields	4-May-2001	Patch 21.1	17-May-2001	1761	CRT135
01-0003R	10-Apr-2001	DCPS	CAO with Temp Assignment NOA	20-Oct-2002	D2D Resolves	7-Feb-2003		
01-0004	27-Apr-2001	DCPS	Temp Sup data on RECON file					X8002
01-0005	8-Jun-2001	DCPS	Prem Pay for Air Traffic Controllers					X8095
01-0006	13-Jul-2001	ALL	Foreign Transfer Allowance Process		New Requirement			X7711
01-0007R	27-Jul-2001	M-DCPDS	Erroneous Locality Percent in PAY500 Chicago and St. Louis	3-Aug-2001	Patch 24.1	8-Apr-2002	PR 2112	
01-0008	8-Aug-2001	DCPS	Servicing Agency Default					X8455
01-0009	20-Aug-2001	DCPS	Chaplains on FB Pay Basis					X8466
01-0010R	12-Sep-2001	M-DCPDS	FEHB Updates from ZZ to Plan not Flowing	7-Oct-2001	Patch 26	7-Oct-2001	PR2966	
01-0011R	14-Sep-2001	M-DCPDS	SES Salary Cap in error	28-Oct-2001	Patch 27	28-Oct-2001	PR3147	

CPMS CONTROL NUMBER	ISSUE DATE	SYSTEM AFFECTED	PROCESS	DATE FIXED	RELEASE / PATCH	RESCIND DATE	DCPS DAR / CPMS PR#	DCPS SCR / CPMS CRT
01-0012R	14-Sep-2001	M-DCPDS	SL/ST Minimum Salary Edit Error	24-Nov-2002	Patch 40	7-Feb-2003	PR3083/5055/5570	
01-0013R	17-Sep-2001	L-DCPDS	Update 34 Not Implemented in Legacy			13-Sep-2002		
01-0014R	5-Oct-2001	M-DCPDS	GM WGI Erroneous Step Set	14-Apr-2002	Patch 33	15-Apr-2002	PR2648	
01-0015R	16-Oct-2001	M-DCPDS	Post Differential Suspension Wrong Effective Date to DCPS	3-Feb-2002	Patch 31	11-Mar-2002	PR 2967	
01-0016	27-Nov-2001	M-DCPDS	Post D2D Transaction Cancellation					
02-0001	3-Jan-2002	DCPS	Rehire FEHB Error on Accession Action					X8617
02-0002	30-Jan-2002	M-DCPDS	WarFare DEMO Pay Retention	17-Mar-2002	Patch 32.2	7-Feb-2003	5058	
02-0003	29-Mar-2002	DCPS	Cross Serviced Navy UIC Problem					
02-0004	29-Mar-2002	M-DCPDS	DoD Correction Dt-Earliest-NOA-Eff				5565	
02-0005	8-Apr-2002	M-DCPDS	Termination of Grade Retention CPDF Edit				5977	
02-0006	11-Apr-2002	DCPS	Student Firefighters (0099) Providing hours changes					
02-0007R	21-May-2002	M-DCPDS	Japan Non-Citizens on Appropriated Positions	8-Sep-2002		13-Sep-2002	3902	
02-0008R	1-Jul-2002	M-DCPDS	NOA 866 Flows Retained Data Erroneously	27-Oct-2002	Patch 39	7-Feb-2003	7378	
02-0009	25-Jun-2002	M-DCPDS	GM Special Rate WGIs Not Processing				7923	
02-0010R	28-Jun-2002	M-DCPDS	Extension of Temporary Appointment	2-Feb-2003	Patch 43	7-Feb-2003	1464	
02-0011R	5-Jul-2002	M-DCPDS	Cuba LN PAY500 Format Errors			15-Nov-2002	6858/8059	
02-0012	23-Jul-2002	DCPS	PCA for Dentists				27664	SCR X9108
02-0013	31-Oct-2002	M-DCPDS	FWS Retention Allowance PAY500 Error					
02-0014R	15-Nov-2002	M-DCPDS	Cuba LN PAY500 Format Errors Reissue	15-Dec-2002	Patch 41	7-Feb-2003	9925	CPMS-051-11/15/2002
02-0015	15-Nov-2002	DCPS	FWS PRD 6 Edit Error	13-Dec-2002	Release 02-4B	7-Feb-2003	30157	X9332
02-0016	29-Nov-2002	M-DCPDS	Return to Duty with CAO Gain Action					
02-0017	4-Dec-2002	DCPS	AFRH AD Per Hour Grade/Step Edit					X9304
03-0001	22-Jan-2003	DCPS	Pay Table ID not storing for PRD 5				31019	X9411

CPMS CONTROL NUMBER	ISSUE DATE	SYSTEM AFFECTED	PROCESS	DATE FIXED	RELEASE / PATCH	RESCIND DATE	DCPS DAR / CPMS PR#	DCPS SCR / CPMS CRT
03-0002	23-Jan-2003	DCPS	Premium Pay for Emergency Medical Series 640					
03-0003	23-Jan-2003	M-DCPDS	Erroneous CPDF edit for special rate maximum salary				7557	
03-0004	24-Jan-2003	M-DCPDS	Retention Allowance for DEMO Employees					
03-0005	31-Jan-2003	DCPS	Erroneous Termination of PCA for Dentists					X9108
03-0006	6-Feb-2003	M-DCPDS	SL/ST Prior Salary Edit Error				11909	
03-0007	10-Feb-2003	M-DCPDS	Citizenship 8 with Retention Allowance as zeros rather than spaces				12074	

Color Key: Green indicates a rescinded workaround.
Purple are those workaround numbers that were not issued.
Blue indicates a fix is identified in the next patch.

C. New Payroll Sequence Validation Procedures

Please have each record verified to determine whether the SOID and POID or SERVICING AGENCY values are correct. The following action is required based on your record validation:

    IF the SOID / POID combination is valid send e-mail to:

        E-MAIL MESSAGE SHOULD READ:

        New payroll interface sequence is valid for the following SOID / POID combination. Please establish the sequence in DCPS and process held packages.

SOID:	5XAF *(example only)*	POID:	PE *(example only)*
	7X16 (*example only*)	POID:	CH *(example only)*
	MJNV *(example only)*	POID:	FF *(example only)*

(Be sure to reflect the appropriate combination of SOID and Servicing Agency for SOID value.)

    IF the SOID / POID combination is invalid

        1. Correct the record by going to the position, date track to the ASSIGNMENT START DATE (not the position establish date) and change the Payroll Office ID or servicing office ID to the correct value.

        2. Using payroll regeneration capability, reflow the erroneously routed actions to the correct payroll office, being certain to change the payroll office ID or Servicing Office Id to the new value before saving the action.

        3. Send e-mail to:

        E-MAIL MESSAGE SHOULD READ:

        New payroll interface sequence is INVALID for the following SOID / POID combination. Record modification has been completed. Please DELETE the erroneous sequence from both DCPDS and all DCPS databases.

SOID:	5XAF *(example only)*	POID:	PE *(example only)*
	7X16 (example only)	*POID:*	*CH* (example only)

(Be sure to reflect the appropriate combination of SOID and Servicing Agency for SOID value.)

D. Personnel Pay Application Data (PAD)

The financial and leave data that is populated to the Financial Data screens in DCPDS and subsequently the CSU are obtained from the PAD file. The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records. PAD data includes pay period and year to date information for pay and leave. Employee address is also included in the PAD file and is loaded to modern on a changes only basis. PAD data used to be scheduled to begin Friday night at 6:00 PM of the PAD weekend. The PAD weekend used to be the Saturday after payday.

Recently PAD loads have been delayed when ALL of the payroll submissions are not received by the scheduled execution time. This has been happening every pay period for the past couple of months. After discussion with payroll and the Civilian Personnel Management Service, they have confirmed that the cause is the now much larger payroll databases supporting the alternate payday for primarily Army. Pay calculation is taking longer and is not completing in time for Friday afternoon transmission of the PAD file from payroll to personnel. All of the payroll files must be available before the PAD load to your regions can begin.

CPMS and DFAS identified the following solution to prohibit impact on region pre-scheduled processes. The PAD processing has been moved to the end of the second week of the pay period. That means, for example, that financial information for pay period ending 14 Dec 2002 was not scheduled to load to the regions until 27 Dec 2002. If, on that rare occasion, all of the files are received within the first week of the pay period by Friday afternoon, the process will run one week earlier than expected. CPMS will not provide PAD file processing notifications to the components if this should occur.

E. PAY500 Format and Information

DCPS 500 Character Interface Format
AS OF: July 2002

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
1-5	FILLER	5		
6-14	Social Security	9	Y	
15-41	Last Name, First Name, MI, & Suffix	27	Y	
42	Drawdown Action ID	1		
43-48	Birth Date	6		YYMMDD
49	Citizenship	1		
50	NAF Retirement Indicator	1		
51	Category (SMA)	1	T	
52-57	SCD Leave	6		YYMMDD
58-59	Servicing Agency	2	Y	
60	FILLER	1		
61	Retirement Plan	1		
62-63	Agency Group - Sub Element	2		
64-69	Date Arrived Personnel Office	6		YYMMDD
70-72	Nature Of Action Code	3	Y	
73-78	Effective Date	6	Y	YYMMDD
79-80	Valid Grade 1-2 of 4 (Pay Plan)	2		
81-84	Job (Occupational Series)	4		
85	Temps Total Cost (FEHB)	1		
86	FILLER	1		
87-88	Valid Grade 3-4 of 4 (Grade)	2		
89-90	Step or Rate	2		
91-92	Pay Basis	2		
93-101	Location (GSA GEOLOC)	9		
102	FILLER	1		
103-106	Position Locality Percent	4		
107-110	Retained Locality Percent	4		
111-113	Purchase Currency OR Rent Currency	3	T	
114	Work Schedule	1		
115	Pay Rate Determinant	1		
116-119	FILLER	4		
120-128	PSEUDO SSN	9		
129-130	UH-FACULTY-RANK-IND OR EOP-LEAVE-EARNER-IND	2		
131-134	Bargaining Unit Status	4		
135	Annuitant Indicator	1		
136	FLSA Category	1		
137-142	FEHB Start Date	6		YYMMDD
143	FILLER	1		
144-147	TSP Amount	4		
148-149	Health Plans	2		

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
150	Enrollment	1		
151-159	Filler	9		
160	Award Payment	1	T	
161-170	Purchase Amount (LQA) OR Rent Amount (LQA)	10	T	AMOUNT IS REFLECTED IN FOREIGN CURRENCY
171-172	Servicing Office ID (SOID)	2	Y	
173-175	Current Appointment Auth (1)	3		
176-178	Current Appointment Auth (2)	3		
179-180	FILLER	2		
181-185	Amount Award	5	T	WHOLE DOLLARS ONLY
186	LEO Position Indicator	1		
187-188	Duty Status	2		
189-190	TSP Rate	2		
191-192	Agency Code Transfer To OR Agency Code Transfer From	2	T	FOR NOA 352 FOR NOAs 130/132
193-194	FEGLI	2		
195-200	Date Prob/Trial Period Ends	6		YYMMDD
201	Quarters Type (LQA)	1	T	
202	Payroll Office Gain/Loss Indicator	1	T	SEE NOTE 1
203-206	Hours Left To Work	4		
207-209	Army Civilian Type	3		FOR ARMY USE ONLY
210	Code (Entitlement NON-FOREIGN)	1	T	
211	FILLER	1	T	
212-218	Organization Structure ID	7	Y	SEE NOTE 4 FOR AGENCY UNIQUE REQUIREMENTS
219-225	Entitlement NON-FOREIGN Amount / Percent OR Amount (Imminent Danger Pay)	7	T	
226-227	Retained Pay Plan	2		
228-229	Retained Grade	2		
230-231	Retained Step or Rate	2		
232-237	Retained Date To	6		YYMMDD
238-243	PAS/UIC	6	Y	SEE NOTE 4 FOR AGENCY UNIQUE REQUIREMENTS
244-249	Last Increase Date	6		YYMMDD
250-251	Previous Payroll Office Id	2	T	
252-255	FILLER	4		
256-257	Payroll Office ID	2	Y	
258-261	FILLER	4		
262-266	FILLER	5		
267-275	Corrected Social Security	9	T	OUTPUT ONLY FROM SSN CORRECTION
276-281	SCD TSP	6		YYMMDD

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
282-287	TSP Eligibility Date	6		YYMMDD
288	TSP Status	1		
289-294	TSP Status Date	6		YYMMDD
295-302	Salary Left to Earn	8		
303-304	FILLER	2		
305-307	Corrected Nature Of Action Code	3	Y T	REFLECTS NOA BEING CANCELED OR CORRECTED
308-313	Location (LQA) OR Location (Post Allowance) OR Location (Danger Pay) OR Location (Post Differential) OR Location (Imminent Danger Pay)	6	T	FIRST 6 CHARACTERS OF APPROPRIATE GSA-GEOLOC: RESIDENCE LOCATION FOR LQA; DUTY LOCATION FOR ALL OTHER ENTITLEMENT TYPES
314-315	No. Family Members (LQA) No. Family Members (Post Allowance)	2	T	
316-323	Salary	8		
324-325	Agency Group - Agency	2	Y	
326-330	FILLER	5		
331	Reserve Category	1		
332	Quarters Group (LQA)	1	T	
333-335	Organization Function Code	3		FOR ARMY USE ONLY
336-339	Personnel Office ID (POI)	4	Y	
340	Part-Time Indicator	1		
341	Premium Pay Ind	1		
342-345	Pay Table ID	4		
346-349	Retained Pay Table ID	4		
350	RESERVED FOR NSA USE	1		
351-356	Sum (Retirement Annuity)	6		WHOLE DOLLARS ONLY
357-358	Shared Percent (LQA)	2	T	
359-366	Amount (Severance Pay)	8	T	
367-372	Weekly Amount (Severance Pay)	6	T	
373-378	Temp Appt NTE	6		YYMMDD
379-384	Limited Appt NTE	6		YYMMDD
385-390	Temp Prom NTE	6		YYMMDD
391-396	Assignment NTE	6		YYMMDD
397-402	*NTE DATE*	6		SEE NOTE 2
403-405	Utility Currency	3	T	
406-416	FILLER	11		
417-421	Locality Pay	5		
422-426	Amount (Staffing Differential)	5		
427-431	Amount (Supervisory Differential)	5		
432-436	Retention Allowance	5		
437-440	FILLER	4		
441-446	Earliest Effective Date	6		SEE NOTE 3

RCD-POSN	FIELD NAME	SIZE	CONT FLD	SPECIAL INSTRUCTIONS/ REMARKS
447-452	Payroll Org Code	6		
453-462	Utility Amount (LQA)	10	T	AMOUNT REFLECTED IN FOREIGN CURRENCY
463-466	FILLER	4		
467-471	ARMY WAGE LEADER SALARY	5		ARMY COE USE ONLY
472-476	ARMY WAGE SUPERVISORY SALARY	5		ARMY COE USE ONLY
477-480	FILLER	4		
481-484	Weekly Hours	4		
485-487	FILLER	3		
488	FORMAT CHANGE INDICATOR	1		
489-500	PROCESSING TIME STAMP/SEQ	12		YYMMDDHHMMSN

Control Field Values:

> **Y** = These data fields are part of the record control data for the payroll system processing. The appropriate value for these fields must be present in all interface transactions.

> **T** = These fields are transaction specific. Data will be included in the interface format only when applicable to the transaction being processed. For example, LQA data fields will only be present when the transaction is update to LQA authorization. Severance pay information will be reflected only when included in separation action.

NOTE 1: The value reflected in PAYROLL OFFICE LOSS FLAG is generated when there is a change in servicing payroll office and the employment is continued with the DoD agency. An appropriate action flows to the gaining payroll office with a value of "G" in the field and another to the losing payroll office with a value of "L". Input of TYPE-OF-PAY-CHG, with a value of "R" in a separation transaction, NOA 3##, will signal DCPS to stop payment of lump sum annual leave and closure of the employee retirement record. The separation action should only contain the value when the employee will be rehired within a few days.

NOTE 2: This field is used to flow various not to exceed dates that would not be appropriate for use with any other not to exceed date, i.e. unique to a specific NOAC and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN VALUE OF
	DATA NAME
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE

IF THE NOA INPUT IS:	FIELD WILL CONTAIN VALUE OF
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)
921/923	Date Temporary Reassignment Expires

NOTE 3: EARLIEST EFFECTIVE DATE, must be input with correction RPAs if the correction applies to more than the most recent SF-50. This signals payroll to initiate the retroactive correction process that will apply the correction to all appropriate pay records and allow for automated processing of adjustments to pay or withholdings/deductions. If the correction applies to only the latest SF-50, this field should not be included in the input.

NOTE 4: UIC and Organization data will be written to the PAY500 record based on owning agency rules. Following table provides the information necessary to ensure the correct values are input to cross-serviced records and written in the interface.

UIC/PAS		ORG	
COMPENENT	MODERN	COMPENENT	MODERN
AF## (Air Force)	PAS AUTH, 5,4	AF## (Air Force)	ORGANIZATION STRUCTURE ID
AR## (Army)	UNIT ID CODE	AR## (Army)	ORGANIZATION STRUCTURE ID
DD02	UNIT ID CODE	DD02	ORGANIZATION STRUCTURE ID
DD04 (DISA)	UNIT ID CODE	DD04 (DISA)	ORGANIZATION STRUCTURE ID
DD06 (DEF SEC)	UNIT ID CODE	DD06 (DEF SEC)	ORGANIZATION STRUCTURE ID
DD07 (DLA)	UNIT ID CODE, 1,2	DD07 (DLA)	ORGANIZATION STRUCTURE ID
DD10 (DCAA)	UNIT ID CODE, 1,2	DD10 (DCAA)	ORGANIZATION STRUCTURE ID
DD11 (NIMA)	UNIT ID CODE, 3,4	DD11 (NIMA)	ORGANIZATION STRUCTURE ID
DD12 (DIS)	UNIT ID CODE	DD12 (DIS)	OFFICE SYMBOL
DD15 (USUHS)	UNIT ID CODE, 3,4	DD15 (USUHS)	ORGANIZATION STRUCTURE ID
DD16 (DODEA)	OFFICE SYMBOL, 1,6	DD16 (DODEA)	DODEA ACTING CD
DD21 (WHS)	UNIT ID CODE, 3,4	DD21 (WHS)	ORGANIZATION STRUCTURE ID
DD26 (DODIG)	UNIT ID CODE, 3,4	DD26 (DODIG)	ORGANIZATION STRUCTURE ID
DD34 (DECA)	UNIT ID CODE, 1,2	DD34 (DECA)	ORGANIZATION STRUCTURE ID
DD35 (DFAS)	UNIT ID CODE, 1,2	DD35 (DFAS)	ORGANIZATION STRUCTURE ID

UIC/PAS	
COMPENENT	**MODERN**
DD61 (DTRA)	UNIT ID CODE
NGAF (NGB-AF)	PAS AUTH, 5,4
NGAR (NBG-AR)	UNIT ID CODE
NGZG (NGB-ZG)	PAS AUTH, 5,4
NV## (Navy)	UNIT ID CODE
AFRH	UNIT ID CODE
EOP	UNIT ID CODE, 5,2
BBG	UNIT ID CODE
ZZ01	UNIT ID CODE

ORG	
COMPENENT	**MODERN**
DD61 (DTRA)	ORGANIZATION STRUCTURE ID
NGAF (NGB-AF)	FUNCT ACCT AND SHRED
NGAR (NBG-AR)	ORGANIZATION STRUCTURE ID
NGZG (NGB-ZG)	FUNCT ACCT AND SHRED
NV## (Navy)	PAYROLL ORG CODE
AFRH	ORGANIZATION STRUCTURE ID
EOP	ORGANIZATION STRUCTURE ID
BBG	ORGANIZATION STRUCTURE ID
ZZ01	ORGANIZATION STRUCTURE ID

F. Workaround Attachments:

WORKAROUND 02-0009: From Page 4

Person ID and Employee Number are two different things. To bring up the employee with the Person ID rather than the Employee Number, go into Person>Enter and Maintain. Get to main screen and press F7 (this will put you in a query mode)

In the Employee Number field, type an ampersand '&' and F8. A Query/Where pop-up screen will appear.
(NOTE: The ampersand can also be put in the Last Name or Social Security field)

Type in the following: Person_id = XXXXX, click OK (the XXXXX denote the Person ID Number)

This will bring up the employee with that Person ID – generally the Person ID and Employee Number are two different things.

G. Payroll Regeneration Guidance. HR and payroll staff members alike have a responsibility and a desire to resolve problems that would interfere with employees receiving correct and timely pay changes.   Users frequently think that the payroll regeneration capability will solve the problems only to find that it doesn't. Understanding the intent and appropriate use of the processes will dispel the myths and, hopefully, the frustrations associated with unsuccessful payroll interface results.

1. When is Regeneration of a payroll transaction needed?

    If a rejected PAY500 transaction was not worked before dropping from the payroll pending queue, regeneration will allow the ORIGINAL action to be resent for processing at DCPS again. The condition that caused the original transaction to reject will cause the regenerated action to also reject. The appropriate corrective action can then be taken to resolve the transaction.

    If a system problem exists in DCPDS that results in erroneous PAY500 format creation, regeneration will allow for transmission of a corrected format. Specific instructions will be provided in the form of Official Workaround documents or CPMS issued e-mail notification.

    If a system problem exists in DCPS that requires a modification to the PAY500 format or data content that is normally reflected in the format. This condition would also be documented in the form of Official Workaround or CPMS issued e-mail notification.

2. Regeneration process is not to be used to create NEW PAY500 transactions for actions that are not being processed in DCPDS.

3. Regeneration process is not required to resolve missing packages. Requests to regenerate missing transactions should be researched to determine why the action is considered "missing". Interface package-tracking processes provided at our EXITS level have all but eliminated missing packages. When a package is late arriving at DCPS, notifications are accomplished and retransmission done within a few hours.

4. Access to Payroll Regeneration process is limited to a few select users at each region to protect the region from fraudulent use of the capability. This protection also helps to minimize the inappropriate use of the function.

5. Regeneration is not the appropriate avenue for resolving Personnel/Payroll Reconciliation data matches. Please ensure documented RECON procedures are followed to allow for proper correction of payroll records.

INDEX